



Wyoming Department of Agriculture Specialty Crop Block Grant Program Grant Application Manual

Fiscal Year 2009 Funding Cycle
(10/1/2009 - 9/30/2010)

Grant Proposal Application Due Date: August 5, 2009

Copies of this publication may be obtained at the Wyoming Department of Agriculture's website at: <http://wyagric.state.wy.us/>



Wyoming

Department of Agriculture

Dave Freudenthal, Governor

Jason Fearneyhough, Director

2219 Carey Ave., Cheyenne, WY 82002 Phone: (307) 777-7321 Fax: (307) 777-6593

June 29, 2009

Dear Applicant:

The Wyoming Department of Agriculture is accepting applications for the Specialty Crop Block Grant Program-Farm Bill (SCBGP-FB). The SCBGP-FB provides grants to specialty crop stake holders to promote the increased consumption of fruits, vegetables, and nuts and to enhance the competitiveness of specialty crops in Wyoming.

The program manual and the application packet are designed to assist you in preparing your grant application for the review process. Please take the time to familiarize yourself with the application requirements. The deadline for applications is Wednesday August 5th 2009 and the maximum competitive grant application amount is \$20,000.

Please feel free to call Ted Craig Ag Production Coordinator at (307) 777-6651 or Mary Randolph Director Wyoming Rural Development at (307) 777-6430 if you have any questions on your Specialty Crop Program application. We look forward to receiving your application.

Sincerely,

Jason Fearneyhough
Director
Wyoming Department of Agriculture

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List of Terms and Acronyms

Administrative Costs-All executive, organizational, and clerical costs associated with the general management of an organization and not costs for the direct execution of the grant project.

AMS-Agricultural Marketing Service (a division of USDA)

Authorized Signature-Signature of authorized signer, title within the organization is requested.

Authorized Signer-Individual authorized to receive funds on behalf of grantee and the person who becomes responsible for the execution of grant project responsibilities.

Collaboration-Any cooperative effort of eligible applicants, universities, or industry trade associations to execute the completion of the proposed grant project.

DBA-Doing business as

FY2008-Federal fiscal year 2009; October 1, 2009 to September 30, 2010

Grant Award Agreement-WDA's contract with the authorized signer indicating the grantee's intention to complete the proposed tasks and authorizing WDA to monitor the progress of the proposed project.

Matching Funds-A cash contribution toward the completion of the project or new, verifiable in-kind expenditures that the applicant or collaborators will incur contingent upon receiving a grant award.

Project- Activities proposed to be funded by the SCBGP-FB

Specialty Crop-Fruits and vegetables, tree nuts, dried fruits and nursery crops (including floriculture). See expanded list on pages 7-10.

SCBGP-FB-Specialty Crop Block Grant Program-Farm Bill

USDA-United States Department of Agriculture

WDA-Wyoming Department of Agriculture

Background

On December 21, 2004, the Specialty Crops Competitiveness Act of 2004 (7 U.S.C. 1621 note) authorized the Department of Agriculture (USDA) to provide grants to State departments of agriculture solely to enhance the competitiveness of specialty crops. The Food, Conservation, and Energy Act of 2008 (Farm Bill) amended the Specialty Crops Competitiveness Act of 2004 and authorized the USDA to provide grants to States for each of the fiscal years 2008 through 2012 to enhance the competitiveness of specialty crops.

Each State that submits an application that is reviewed and approved by the Agricultural Marketing Service (AMS) is to receive at least an amount that is equal to the higher of \$100,000, or 1/3 of 1 percent of the total amount of funding made available for that fiscal year. In addition, AMS will allocate the remainder of the grant funds based on the value of specialty crop production in each state in relation to the national value of specialty crop production using the latest available cash receipt data.

Funding Source and Available Funds

USDA Agricultural Marketing Service (AMS) is charged with distributing approximately \$49 million in block grant funds to state departments of agriculture, the District of Columbia, and the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands, to enhance the competitiveness of specialty crops in fiscal year 2009. More than \$160,000 in grant money is available to enhance the competitiveness of specialty crops in the state of Wyoming in the fiscal year 2009 funding cycle. Wyoming SCBGP – FB program funds will be distributed to the specialty crop industry through a competitive review process. Competitive grant awards are capped at \$20,000 for a specific project. SCBGP-FB grant funds will be awarded for projects up to three years in duration. Matching contributions of 25% are required by applicants. These can be cash or in kind. Only one proposal per applicant may be submitted for consideration. Travel expenses associated with the project shall follow the WDA travel policy. Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326).

Eligible Grant Projects

To be eligible for a grant, applicants must develop projects solely to enhance the competitiveness of specialty crops pertaining to any of the following issues affecting the specialty crop industry: increasing child and adult nutrition knowledge and consumption of specialty crops; improving efficiency and reducing costs of distribution systems; participation of industry representatives at meetings of international standard setting bodies in which the US government participates; assisting all entities in the specialty crop distribution chain in developing "Good Agricultural Practices", "Good Handling Practices", "Good Manufacturing Practices", and in cost-share arrangements for funding audits of such systems for small farmers, packers and processors; investing in specialty crop research, including organic research to focus on conservation and environmental outcomes; enhancing food safety; developing new and improved seed varieties and specialty crops; pest and disease control; and sustainability.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public rather than a single organization, institution, or individual.

Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners. The following are some examples of acceptable and unacceptable projects:

Examples of Unacceptable Projects

1. A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
2. A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.

Examples of Acceptable Projects

1. A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
2. A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
3. A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
4. A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
5. A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

Eligible Applicants

State and/or local organizations, individual producers, producer associations, academia, community based organizations, processors and other specialty crop stakeholders are eligible to apply either as single entities or in combined efforts. Proposals that involve collaboration or partnerships between producers, industry groups, academics, or other organizations are encouraged and will be given priority. Under USDA rules, grants can not be awarded for projects that only benefit a particular commercial product or provide a profit to a single company or individual.

Eligible Specialty Crops

Specialty crops are defined in law as “fruits and vegetables, tree nuts, dried fruits and horticulture and nursery crops, including floriculture.” Specialty crops are plants that are intensively cultivated. There are many plants that are specialty crops when cultivated, but are also collected from wild populations. Wild plants are not considered specialty crops even though they may be used for the same purpose

as cultivated plants. The tables below list plants commonly considered fruits and tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. Ineligible commodities are also listed.

This list is not intended to be all inclusive, but rather intended to give examples of the most common specialty crops. It will be updated as USDA gets new questions.

List of Plants Commonly Considered Fruits and Tree Nuts

Almond	Grape (including raisin)
Apple	Guava
Apricot	Kiwi
Avocado	Litchi
Banana	Macadamia
Blackberry	Mango
Blueberry	Nectarine
Breadfruit	Olive
Cacao	Papaya
Cashew	Passion fruit
Citrus	Peach
Cherimoya	Pear
Cherry	Pecan
Chestnut (for nuts)	Persimmon
Coconut	Pineapple
Coffee	Pistachio
Cranberry	Plum (including prune)
Currant	Pomegranate
Date	Quince
Feijou	Raspberry
Fig	Strawberry
Filbert (hazelnut)	Suriname cherry
Gooseberry	Walnut

List of Plants Commonly Considered Vegetables

Artichoke	Mustard and other greens
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Asparagus	Okra
Bean Snap or green Lima Dry, edible	Pea Garden, English or edible pod
Beet, table	onion
Broccoli (including broccoli raab)	Opuntia
Brussels sprouts	Parsley
Cabbage (including Chinese)	Parsnip
Carrot	Pepper
Cauliflower	Potato
Celeriac	Pumpkin
Celery	Radish (all types)
Chive	Rhubarb
Collards (including kale)	Rutabaga
Cucumber	Salsify
Edamame	Spinach
Eggplant	Squash (summer and winter)
Endive	Sweet corn
Garlic	Sweet potato
Horseradish	Swiss chard
Kohlrabi	Taro
Leek	Tomato (including tomatillo)
Lettuce	Turnip
Melon (all types)	Watermelon
Mushroom (cultivated)	

List of Plants Commonly Considered Culinary Herbs and Spices

Ajwain	Clary	Malabathrum
Allspice	Cloves	Marjoram
Angelica	Comfrey	Mint (all types)
Anise	Common rue	Nutmeg

Annatto	Coriander	Oregano
Artemisia (all types)	Cress	Orris root
Asafetida	Cumin	Paprika
Basil (all types)	Curry	Parsley
Bay (cultivated)	Dill	Pepper
Bladder wrack	Fennel	Rocket (arugula)
Bolivian coriander	Fenugreek	Rosemary
Borage	Filé (gumbo, cultivated)	Rue
Calendula	Fingerroot	Saffron
Chamomile	French sorrel	Sage (all types)
Candle nut	Galangal	Savory (all types)
Caper	Ginger	Tarragon
Caraway	Hops	Thyme
Cardamom	Horehound	Turmeric
Cassia	Hyssop	Vanilla
Catnip	Lavender	Wasabi
Chervil	Lemon balm	Water cress
Chicory	Lemon thyme	
Cicely	Lovage	
Cilantro	Mace	
Cinnamon	Mahlab	

List of Plants Commonly Considered Medicinal Herbs

Artemissia	Liquorice
Arum	Marshmallow
Astragalus	Mullein
Boldo	Passion flower
Cananga	Patchouli
Comfrey	Pennyroyal
Coneflower	Pokeweed

Ephedra	St. John's wort
Fenugreek	Senna
Feverfew	Skullcap
Foxglove	Sonchus
Ginkgo biloba	Sorrel
Ginseng	Stevia
Goat's rue	Tansy
Goldenseal	Urtica
Gypsywort	Witch hazel
Horehound	Wood betony
Horsetail	Wormwood
Lavender	Yarrow
Yerba buena	

List of Commonly Considered Nursery, Floriculture, and Horticulture Crops

Note: Under the Specialty Crop Block Grant Program – Farm Bill (SCBGP-FB), horticulture was added to the definition making turf grass sod and seed eligible.

Christmas Trees
Cut Flowers
Honey
Hops
Maple Syrup
Tea Leaves

List of Ineligible Commodities

Alfalfa	Peanuts
Barley	Primrose
Borage	Quinoa
Buckwheat	Rapeseed oil
Canola Oil	Range grasses
Clover	Rice
Cotton	Rye
Cottonseed oil	Safflower oil
Dairy products	Shellfish (marine or

	freshwater)
Eggs	Sorghum
Field corn	Soybean oil
Fish (marine or freshwater)	Soybeans
Flaxseed	Sugar beets
Hay	Sugarcane
Livestock products	Sunflower oil
Millet	Tobacco
Mustard seed oil	Tofu
Oats	Wheat
Peanut oil	Wild Rice

Eligible Expenditures

Allowable Expenditures (See CFR Part 225 for all allowable costs).

All grants are subject to those cost principles applicable to the particular organization concerned. For example, if a State government sub-awards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference Appendix A List of Selected Items of Cost Contained in OMB Cost Principles Regulations to locate the principles applied in establishing the eligibility or uneligibility of specific items of cost. All costs must be associated with project activities that enhance the competitiveness of specialty crops. For more information go to

<http://www.ams.usda.gov/AMSv1.0/getfile?dDocName=STELPRDC5075580>

Ineligible Expenditures

Ineligible SCBG expenses include, but are not limited to; brick and mortar (construction) projects; establishing secondary grant pools (sub grants to other entities or pass-through grants), land acquisitions, taxes, vehicle registration, paying off existing debt, substituting existing efforts or research already funded, business entertainment or business gifts, overhead expenses or indirect costs, legal costs, contingency funds, proposal preparation, insurance, contractual project administration, costs for which payment has or will be received under another federal, state, or private funding program, any expenses incurred prior to the award date of this grant, personal labor and expenses, and political or lobbying activities. No administration costs may be allocated to the budgeted project.

General Compliance

All awarded grant projects must comply with all applicable federal and state laws and regulations and the terms of the grant award.

Records Requirements

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with WDA, receipts, invoices and copies of all reports and documents associated with the project. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

All applicants must submit a final report for their project specifying how the goals and results were met.

Reporting

Grantees are required to submit written performance reports semi annually and annually to WDA detailing the project status and how grant monies were used. Reports should also include a financial report submitted in the form of a narrative, copies of receipts and a completed expenditure log. Performance reports must be submitted to WDA on a semi-annual basis until the project is completed at which time a final, comprehensive report is due

Monitoring

WDA reserves the right to perform site monitoring visits to any and all grantees to ensure that work is progressing within the required time frame and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information as well as site visits.

Printed Materials

The following copy must be included on all printed materials and advertisements relating to the project: *"Funds for this project were provided through the Wyoming Department of Agriculture and the USDA's Specialty Crop Block Grant Program."*

Budget and Grant Period Adjustments

If a project budget adjustment is needed during the project period, a written request must be made to WDA describing the reallocation, redefining of project dates or other significant changes to the project submitted and approved. Changes and adjustments are subject to WDA and/or USDA approval. A change/extension form will be signed by a WDA representative once USDA approval has been granted.

Unexpended Funds

Grantees who receive grant funds will return to WDA the unexpended balance of awarded grant funds at the end of the grant period.

Application Packet Details

1. Proposals must be typed, single spaced and in 12 point format.
2. Each page should be numbered, with applicant's name at the top of each page.
3. Application packets should not exceed 20 pages including supplemental documentation.
4. An electronic version of the completed Specialty Crop Grant Program Application available on the WDA website <http://wyagric.state.wy.us/> must be submitted to the email addresses listed in the contact information below.
5. Submit ONE complete original application packet signed by the person authorized to receive funds to Wyoming Department of Agriculture at the address below.
6. Do not bind application packet. The application packet should be paper clipped in the upper left-hand corner.

An application packet must be submitted in entirety. An incomplete application packet will not be given further consideration. Your application packet must include the following: Proposal must be organized and have the requested information in the sequence presented under the section,

Application Packet Information.

•Project Title and Abstract.

Include the title of each project and the name of the applicant or organization administering the project along with an abstract of **200** or fewer words describing the proposed project.

• Project Purpose and Goals

Clearly state the purpose of each project. The purpose should include the specific issue, problem, interest, or need to be addressed and why the project is important and timely. If the project is a state marketing program, describe how the State will ensure that funding is being used to solely enhance the competitiveness of eligible specialty crops. If the project builds on a previous project, indicate clearly how the new project compliments previous work. For each project, indicate if the project will be or has been submitted to or funded by another Federal or State grant program. (One page or less)

• Potential Impact.

Discuss the number of people or operations affected and the intended beneficiaries of each project. The potential economic impacts if such data is available and relevant to the project. (One page or less)

- **Expected Measurable Outcomes.**

For each project, describe at least two distinct, quantifiable, and measurable outcomes that directly and meaningfully support the projects purpose. Can project benefits be measured, reported, and tracked over time. What elements will be monitored or evaluated? By Whom? How often? How long? The outcome-oriented objective must define an event or condition that is external to the project and that is of direct importance to the intended beneficiaries and/or the public. Provide a timeframe when outcome measures will be achieved. Outcome oriented objectives may be long term that exceed the grant period.

- **Work Plan.**

For each project, explain briefly the activities that will be performed to accomplish the objectives of the project and indicate who will do the work of each activity. Include appropriate time lines. Outcomes may exceed the grant period; simply indicate that they exceed the grant period and what work will be ongoing

- **Budget**

Sample table format

Category	SCBGP-FB	Cash Match	In-Kind Match	Total	Comments

Budget Narrative

Provide sufficient information in paragraph format about the budget categories listed for each project to demonstrate that grant funds are being expended on eligible grant activities that meet the purpose of the program. The limit on indirect costs, not to exceed 10 percent, will be published in a Federal Register notice each fiscal year. Provide a justification if indirect costs exceed 10 percent or exceed that fiscal year's limit as announced in the Federal Register. For each project, provide sufficient detail about the budget categories. All requested budget items/activities should correlate to the purpose/goals of the project and demonstrate that they are reasonable and adequate for the proposed work. Although there is no format for the budget narrative, it should contain the following applicable information.

Remember, no administrative funds may be included in the budget request.

Personnel: For each project participant, indicate their title, the percent of full time equivalents (FTE), and the corresponding salary for the FTE.

Fringe Benefits: Indicate the rate of fringe benefits for each salary.

Travel: Indicate the destination, purpose of trip, number of people traveling, number of days traveling, total airfare costs if applicable, total ground

transportation costs if applicable, total lodging and meals costs if applicable, and total mileage costs for the travel if applicable.

Equipment: Indicate anticipated purchases or rental costs of equipment and its intended use. List separately each item of equipment, its intended use, and its cost. Equipment is an article of nonexpendable, tangible personal property having a useful life of more than one year an acquisition cost which equals or exceeds \$5,000. If under \$5,000, please include under supplies. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5000 or more have the prior approval of AMS. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.) Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.

Supplies: Provide an itemize list of projected supply expenditures and the dollar amount for each item.

Contractual: Provide a short description of the services each contract covers and the flat rate fee or the total hourly rate. Compensation for individual consultant services should be reasonable and consistent with that paid for similar services in the marketplace. Consultant may not exceed \$500 per eight-hour day, excluding travel and subsistence costs.

Other: Provide detailed descriptions of other costs such as conferences or meetings, communications, speaker/trainer fees, publication costs, and data collection, and other budgeted costs associated with each project.

Indirect costs: Indicate the percentage of indirect costs. Indirect costs should not exceed 10 percent of any proposed budget. Provide a justification if indirect costs are higher than 10 percent. A cost may not be allocated as an indirect cost if it is incurred for the same purpose under SCBGP-FB as a direct cost and vice versa.

Program Income: If program income will be earned on any project, indicate the nature and source of program income and the estimated amount. For example if registration fees are being collected at a conference as part of the project, indicate the estimated amount of registration fees that will be collected.

•**Project Oversight.** Describe the oversight practices that provide sufficient knowledge of grant activities to ensure proper and efficient administration.

•**Project Commitment.** Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Describe how all grant partners commit to and work toward the goals and outcome measures of the proposed project. Identify who supports this project.

Submission of Application

1. An electronic grant application must be emailed to the contacts below no later than **Wednesday August 5, 2009. Applications must be received by the grant deadline.** Applications that do not adhere to this deadline will not be accepted.
2. A printed copy of the application signed by the person authorized to receive funds must be mailed to the Wyoming Department of Agriculture at the address below no later than **Wednesday August 5th 2009.**

Specialty Crop Block Grant Program
Wyoming Department of Agriculture
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Cheyenne, Wyoming 82002

Contact Information

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